



## APPLICATION FOR PROFESSIONAL FERTILIZER APPLICATOR (PFA) CERTIFICATION EXAM 2017-2018

The Fertilizer Use Act of 2011 requires individuals who, as part of their job, apply fertilizer to turf on non-agricultural land, be certified or work under the direct supervision of someone who is certified, and that businesses that employ certified fertilizer applicators must be licensed. The requirements for certification, licensing and other program criteria are explained in detail at [http://mda.maryland.gov/resource\\_conservation/Documents/Fertilizer\\_Law.pdf](http://mda.maryland.gov/resource_conservation/Documents/Fertilizer_Law.pdf)

### Certification Exam Application Requirements:

To apply for the certification exam, an applicant shall file the following with the Department of Agriculture before any announced examination:

- a) A Professional Fertilizer Applicator (PFA) certification application on a form provided by the Department; the certification fee is \$100.
  - b) Provide a Fertilizer Application Business License (MDA-F) number, or a completed business license application on the form provided by the Department. The fee for a Business License is \$50.
  - c) Fees are payable to the *Maryland Department of Agriculture* in the form of check or money order. NOTE: Employees of government agencies and government agencies are not charged a certification or licensing fee.
- 2) Mail the completed application(s) and fee(s) to:
- Maryland Department of Agriculture  
Nutrient Management Program  
50 Harry S. Truman Parkway, Room 201  
Annapolis, MD 21401

Applications must be **completely** filled out and accompanied by the fee. Incomplete applications will be put on hold. A business FEIN or individual SSN are required. Certification and business licenses are valid for up to one year and expire June 30 of each year.

### Testing Information

- A government-issued photo ID is required to enter the building and to sit for the exam.
- This is not an open-book exam. Before the review session or the exam, study the *Maryland Professional Lawn Care Manual*. It is available for viewing or download from the link on [mda.maryland.gov/fertilizer](http://mda.maryland.gov/fertilizer). The test consists of 50 multiple choice questions.
- **Please Bring a Calculator (that is not on your cell phone) and two #2 pencils for the exam**
- **No cell phones or Ipods** are allowed in the testing room, but regular calculators are allowed.
- A score of 70% or better is required to pass. You may try to pass the exam a total of three times, or within 3 months, whichever comes first, from the date of your first attempt to pass the exam. After this point you must register as a Trained Employee (TE) with your company or agency in order to apply fertilizer to turfgrass. In addition, your company or agency is prohibited from applying fertilizer to turfgrass without having a PFA on staff.

**We encourage you to sign up for the review session offered before the exam.**

### Exam Locations

**Maryland Department of Agriculture**  
50 Harry S. Truman Parkway  
Annapolis, MD 21401

**Wicomico County Extension Office**  
28647 Old Quantico Road  
Salisbury, MD 21802

**Montgomery County Extension Office**  
18410 Muncaster Road  
Derwood, MD 20855

**Washington County Extension Office**  
7303 Sharpsburg Pike  
Boonsboro, MD 21713

See page 2 for exam dates.





## MARYLAND NUTRIENT MANAGEMENT PROGRAM

50 Harry S Truman Pkwy  
Room 201  
Annapolis, MD 21401

Phone 410-841-5959  
NMInfo.MDA@maryland.gov  
mda.maryland.gov/fertilizer

### FERTILIZER APPLICATOR BUSINESS LICENSE

1. Any person or company who wants to apply nutrients to turfgrass for hire or as a part of his job must be a) licensed by the Maryland Department of Agriculture and b) have at least one Maryland Certified Professional Fertilizer Applicator on staff.
2. Employees of Licensed companies or agencies who fertilize turfgrass must be registered with the State and work under the direct supervision of someone who is a Maryland Certified Professional Fertilizer Applicator.
3. Persons or companies wishing to obtain a License to fertilize turfgrass must submit an application with the following fee:  
Privately held company or sole proprietorship - \$50.00  
Government agency – No licensing fee
4. A Fertilizer Applicator Business License is valid for up to one year and expires on June 30 of each year.
5. Licensed persons or companies agree to comply with regulations set forth in COMAR 15.20.10.
6. The following regulatory requirements apply:
  - a. Each business location that employs a person to fertilize turfgrass must have a Fertilizer Applicator Business License.
  - b. Each business location that employs a person to fertilize turfgrass must have a Certified Professional Fertilizer Applicator on staff.
  - c. Only Maryland Certified Professional Fertilizer Applicators or registered Trained Employees working under the direct supervision of a Professional Fertilizer Applicator may apply fertilizer to turfgrass.
  - d. Maryland Certified Professional Fertilizer Applicators shall maintain records of fertilizer applications in accordance with the requirements of COMAR 15.20.10.13.
  - e. Fertilizer Applicator Business License holders shall keep records for a minimum of three years and make them available to the Department upon request.
  - f. Fertilizer Applicator Business License holders must file with the Department by March 1 of each year an Annual Activity Report covering the previous year (January through December) that summarizes all turfgrass fertilization on a form specified by the Department.
  - g. **The Fertilizer Applicator Business License number (MDA-F) shall be displayed on company vehicles used for fertilizing work. The lettering shall be 2 inches high and placed on both sides of the vehicle.**



**APPLICATION FOR FERTILIZER BUSINESS LICENSE**

LICENSING FEE OF \$50 IS REQUIRED WITH APPLICATION.  
MAKE CHECK OR MONEY ORDER PAYABLE TO "MDA."

Mail to:  
**MARYLAND DEPARTMENT OF AGRICULTURE**  
**NUTRIENT MANAGEMENT PROGRAM**  
50 HARRY S. TRUMAN PARKWAY, ROOM 201  
ANNAPOLIS, MARYLAND 21401

**TURFGRASS FERTILIZATION LICENSE HOLDER (all information is required; blank lines will cause delays in application processing)**

Name \_\_\_\_\_ Position/Title: \_\_\_\_\_

Email \_\_\_\_\_

**FIRM / AGENCY NAME AND ADDRESS (all information is required; blank lines will cause delays in application processing)**

Company Name \_\_\_\_\_ Fed. EIN \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

Street or PO Box

\_\_\_\_\_ Cell Phone \_\_\_\_\_

City State Zip

Physical Address  
/Location

\_\_\_\_\_

Street

\_\_\_\_\_

City State Zip

**CERTIFIED PROFESSIONAL FERTILIZER APPLICATORS ON STAFF** To obtain and maintain a Fertilizer Applicator Business license, at least one Certified Fertilizer Applicator must be on staff.

Name (Last, First, MI)	PFA Certificate Number (or "pending" exam results)
1.	
2.	
3.	

*(Continue list on the back of this sheet, if necessary.)*

I understand that turfgrass fertilization services provided under this Business License must be conducted in accordance with COMAR 15.20.10. These requirements include, but are not limited to:

- Accurate records pertaining to turfgrass fertilization set by regulations must be kept a minimum of three (3) years and made available to Maryland Department of Agriculture upon request.
- An annual activity report must be filed by March 1 using a departmental form to document application activity for the previous year (January through December).
- Failure to comply with these regulations may result in a loss of license and certificate.

I hereby apply for a Fertilizer Applicator Business License in accordance with the provisions of Agriculture Article Section 8-806, and certify that the above information is true and accurate to the best of my knowledge.

License Holder Signature

Print Name

Date